

Montreal YMCA

Day Camp Report

July 1985

INTRODUCTION

The purpose of this report is to give Branch Directors, Program Directors and Day Camp Directors an update and overview of Day Camp Operations this summer. At the time this report was written, all Day Camps were in the 3rd or 4th week of operation and thus, it was early enough to identify strengths and weaknesses and possible trends. Individual visits were made on site to all YMCA Day Camps; Day Camp Directors and other support staff were met. A short questionnaire was drafted (see Appendix A) and used as the framework for the discussion. In addition, Day Camp activities were observed to get a "feeling" and overall sense for the camp. These visits were not intended as evaluations as I would expect each Day Camp to undertake their own evaluations at the end of the season.

REVIEW OF DECISIONS TAKEN

Over the course of last last year, several key decisions were taken by Senior Managers. These included:

- ° Standardized Day Camp Staff Salaries (except Pointe Saint-Charles)
- ° Promotion standardized: Posters, T-Shirts, ads.
- ° Standardized Program with minimum program equipments and overall weekly themes.
- ° Range of fees
- ° Standardized evaluation and registration forms.

The specific details of these decisions are available in previous Day Camp reports. The visits were aimed at identifying whether or not these were being followed, as well as to request any suggestions from Day Camp Staff.

OVERALL IMPRESSIONS/RECOMMENDATIONS

My impressions are overall positive. The majority of Day Camps seemed to be operating successfully, but more so important, the majority of children I visited, seemed to be having fun.

Overall, I would recommend that:

PROGRAM THEMES:

Should be worked on further. These were used for the most part and assisted most Day Camps. I would recommend that these be co-ordinated so that all Camps are running the same theme at the same time. Many staff have recommendations concerning the Themes and these should be identified.

STAFF SALARIES:

Standards were not adhered to 100%. I would recommend that all staff (including Pointe Saint-Charles) adhere to these next year. In addition, all staff should be hired as either Section Head, Counsellor or Assistant Counsellor. No other classifications should be used. Staff should be paid to date and all payroll forms should be submitted on time.

FEES:

A standardized fee structure should be established. Most Day Camps charge between \$100 and \$130.. T-Shirts should be included in the fee. No additional costs should be added on after registration.

SECURITY MEASURES:

This is our weakest area. Immediate measures should be taken to ensure that staff are trained in Emergency Procedures, First Aid and CPR.

COORDINATION:

Day Camp Directors should meet a minimum of twice during the 8 week season. These meetings could provide an excellent forum for an exchange of ideas, resources and problem solving. This need was identified by the majority of Day Camp Directors. A meeting in September 1985 should take place with Senior Day Camp Staff to review highlights of summer and present recommendations for next year.

VOLUNTEERS-LITS

All Branches, except Centreville, have involved young people as LITs of CITs. For some, they have volunteers, while others have paid to participate. The recommendation is that we follow-up with a Youth Serving Youth Program on a small scale in: West Island, Westmount, Hochelaga-Maisonneuve and NDG. The volunteers are for the most part keen on continuing and it is important that we follow-up in this area.

INTERNATIONAL

This year, a major effort was made to integrate an International Theme into the Day Camp program. However, during the precamp training, no one from the International staff collective was available to train the Day Camp Directors. Another staff person was assigned to do this. I would recommend that in the future the International Department make this a priority and attend the precamp training session.

DAY CAMP REPORTS

I would request each Branch Day Camp Director to prepare a written report on their Day Camp this summer. This Report should include:

- ° Brochures used/program description
- ° Budget - projected and actual
- ° Participation - projected and actual
- ° Promotion techniques
- ° Volunteers, LITs - role and future of
- ° Precamp training
- ° Feedback on Program Structure and Themes
- ° Parent and staff evaluations
- ° Suggestions for next year

This report should be submitted to Jacqueline Blomfield, and local Branch Directors by September 9, 1985.

As most of you are aware, I will be on a leave of absence over the next six months and Jacqueline Blomfield will be taking over this dossier. I have enjoyed getting to know you, and learnt a tremendous amount about Day Camps. I think that our Day Camps have been given the priority it deserved and I thank everyone for working hard and supporting me in this endeavour.

Myra Piat

Day Camp Overview

	Branch :	CENTREVILLE
Fees		9:00 a.m. to 5:00 p.m. \$125.00 per session
	precamp	NONE
	after camp	NONE
Participation		SESSION I 80 SESSION II 78
T-Shirts		\$4.00 additional
Security measures		Staff trained in precamp training
Facility		--
Supplies & equipment		Supplies shared with Day Care
Precamp training		Took place

Reception

Terrible - Called 5:15 p.m. - was told had no information. Could not give me anything. I pushed very hard - no results. I told them I worked and could not call during the day - He did not even take a message.

Program Structure

- Structure adhered to except all camp activities.
- Program manuals - some didn't arrive or weren't translated
- No parents night
- Bus rented once/session

Staff Structure (including volunteers)

2 Section Heads \$175.00
9 counsellors 120.00

No LITs

Ratio: 1:7 5-6 yrs old
1:10 6-10 years old

Suggestions from Branch Day Camp Staff

-Staff should be hired earlier than June

Recommendations

- ° Fees should be raised - Pre and post camp care should be extra or built into fee.
- ° Buses should not be rented
- ° New staff hired should be paid the same as other Ys
- ° T-Shirts should be included in fee.

Day Camp Overview

	Branch :	HOCHELAGA-MAISONNEUVE
Fees		9:00 a.m. to 4:00 p.m. \$100. per session plus \$10.00 membership
	precamp	7:30 a.m. to 9:00 a.m. FREE
	after camp	4:00 p.m. to 6:00 p.m. FREE
Participation		SESSION I 46 SESSION II 61 SESSION III 52
T-Shirts		First are free, second are \$5.00
Security measures		Adequate
Facility		Building used exclusively for Day Camp.
Supplies & equipment		??
Precamp training		Took place in Kanawana. Very Successful. A follow-up is being planned for September with all staff.

Reception

Acceptable - information accurate

Program Structure

- Being followed
- Bus rented 4 X's summer at \$135.
- Themes utilized but require translation
- Parents night successful

Staff Structure (including volunteers)

3 staff \$170.00 a week

7 stagiaires

10 volunteers (12-17yrs.)

Ration 1:20 paid staff

1:6 with volunteers and stagiaires

Suggestions from Branch Day Camp Staff

- ° Promotion for Senior Camp should be up to 12 years old
- ° greater communication among Branches - suggested a meeting with all Day Camp Directors in September 1985

Recommendations

- ° Pay Day Camp staff as all other Branches (re: structure staffing to increase paid staff to camper ratio)
- ° Charge for pre and after camp care - Minimum \$1.00 an hour

Day Camp Overview

	Branch :	INTERNATIONAL
Fees		8:30 a.m. - 3:00 p.m. \$100.00 per session
	precamp	\$5.00 per week
	after camp	\$9.00 per week
Participation		SESSION I 36 SESSION II 36
T-Shirts		\$5.00 extra for campers Free for staff
Security measures		Adequate - Prof. staff trained Monitors informed as to fire measures.
Facility		Adequate - Claude Robillard Pool is used
Supplies & equipment		Gym equipment lacking
Precamp training		Took place in June

Reception

Excellent - I thought I was speaking to the Camp Director.

Program Structure

Being followed except all camp activities.

Program manuals being used.

Parents night - low attendance

Staff Structure (including volunteers)

3 Counsellors \$90.00 a week

3 Assistant counsellors \$55.00 a week

5 CITs - could continue in Fall

Ratio - 1:7 not including CITs

Suggestions from Branch Day Camp Staff

- ° Subsidies should be made available
- ° Attempts were made re: regionalization with Centreville but were not successful (computers not available).

Recommendations

- ° T-Shirts should be included in fees.
- ° Regionalization should be followed-up with Centreville.

Day Camp Overview

	Branch :	NOTRE-DAME-DE-GRÂCE
Fees		\$130.00 per session
	precamp	
	after camp	\$25.00 a week
Participation		SESSION I 74 SESSION II 80
T-Shirts		Included in fee for everyone Free for staff.
Security measures		Good - included in precamp training and measures are in accordance with the Quebec Camping Association.
Facility		Good use of facility and exterior playing field.
Supplies & equipment		Arts & Crafts lacking
Precamp training		Took place in June in Branch.

Reception

Program Structure

- Structure being adhered to
- Program manuals being used - but arrived late, some lacking information i.e. Native Culture in Quebec.
- Parents Night successful 100 parents - dates of parents night in brochure.

Staff Structure (including volunteers)

1 Camp Director - full-time
 4 Section Heads (3) \$170. (1) \$140.
 15 Counsellors (12) \$ 90. (3) \$45.
 11 LITs

Ratio: 6-8 yrs old: 1:8
 9-10 yrs old: 1:10

Suggestions from Branch Day Camp Staff

- ° Outings could be better if buses were rented
- ° All Day Camps should be following same theme each week
- ° Does not think benefits around regionalization with Westmount are great

Recommendations

- ° Regionalization should be followed-up with Westmount

Day Camp Overview

	Branch :	POINTE SAINT-CHARLES
Fees		8:30 a.m. to 3:00 p.m. \$65.00 per session
precamp		\$1.00 additional per hour
after camp		\$1.00 additional per hour
Participation		SESSION I 61 SESSION II 65 SESSION III 65
T-Shirts		\$3.00 for campers Free for staff
Security measures		No security measures worked out
Facility		Good - additional Indoor pool is used
Supplies & equipment		Lack of sports equipment
Precamp training		Took place

Reception

Not good. Was told that there was no room left. I asked about other YMCAs and was told that I wouldn't want to go there as the costs were \$180.00. I pushed to get telephone number of other Ys and was given Centreville and NDG. I was also given number of St-Columba House.

Program Structure

- Structured adhered to
- Bus is rented \$250./day - 4 X's during summer
- Program manuals being used - but require translation
- Parents night organized but not well attended

Staff Structure (including volunteers)

4 Staff - \$120.00 per week

14 LITS

Ratio 1:15 with paid staff
1:5 with volunteers

Suggestions from Branch Day Camp Staff

- ° More contact with other Branches
- ° Themes should be used 2 weeks instead of one week.
- ° Hours of Day Camp should be extended to accomodate parents
- ° Better LIT training

Recommendations

- ° Staff should receive same salaries as other staff Montreal YMCA. The reason we initially made an exception was due to restrictions around government funding where you must pay staff a salary established by the government. This year however, the Branch did not receive a grant from the Federal Government.
- ° Buses should not be rented as very costly
- ° Security measure should be introduced immediately
- ° T-Shirts should be included in cost.

Day Camp Overview

	Branch :	SAINT-LAURENT
Fees		8:30 a.m. - 4:30 p.m. \$120.00 per session plus \$10.00 registration
	precamp	7:30 a.m. to 8:30 a.m. \$10.00 per week
	after camp	4:30 p.m. to 6:00 p.m. \$10.00 per week
Participation		SESSION I 83 SESSION II 70
T-Shirts		Included in fee for both campers and staff
Security measures		None at time of visit.
Facility		OK - No outside facilities being used.
Supplies & equipment		Excellent - quite a bit - not properly organized
Precamp training		Took place

Reception

Adequate - well informed

Program Structure

- Not following program structure in terms of activities
- Buses chartered 4 X's summer
- Program manuals being used
- No parents night not all camp activities
- 1hr/day speciality - choice among computers, swim or badminton

Staff Structure (including volunteers)

- 1 Director - doing stagiaire as part of requirements of Masters degree
- 1 Section Head \$170.00
- 9 Counsellors \$90.00 plus \$15.00 babysitting
- 3 LITs

Ration - 1:10 with staff only

Suggestions from Branch Day Camp Staff

- ° hire staff earlier
- ° Director should be involved in the hiring of staff
- ° Better systems of referrals of LITs

Recommendations

- ° Day Camp Director should be full-time staff
- ° Buses should not be rented
- ° Quantity of expense money for supplies to be evaluated
- ° Program standards should be followed.

Day Camp Overview

	Branch :	WEST ISLAND
Fees		\$120.00 per session
	precamp	8:00 - 9:00 a.m. \$1.00 per hour
	after camp	4:00 p.m. to 6:00 p.m. \$1.00 per hour
Participation		
T-Shirts		Included in fee for campers \$4.00 for staff LITS - free
Security measures		Good - 1st day each session: Fire Drill, Pool Safety Staff trained in precamp.
Facility		Exterior facilities used for Senior Camp. ° 2 schools ° 2 pool (exterior)
Supplies & equipment		?
Precamp training		

Reception

Not completely informed. Put me on hold several times to get information.

Program Structure

- Adhered to
- Program manuals utilized but late
- Parents night successful - 150 participants

Staff Structure (including volunteers)

- 1 Director - full-time staff
- 3 Section heads
- Counsellors
- 26 LITs
- 40 fee charged (13-26 yrs old)

Ratio: 1:7 paid staff

Suggestions from Branch Day Camp Staff

- ° Coordination among Branches - to exchange information and manual on resources to be developed.
- ° Apply for transportation grant - to get buses
- ° Pre-camp Directors Training should include more specialized training i.e. Music, Arts

Recommendations

Day Camp Overview

	Branch :	WESTMOUNT
Fees		8:30 a.m. to 3:00 p.m. \$130.00 per session
	precamp	7:45 a.m. to 8:30 a.m. Free
	after camp	3:00 p.m. to 6:00 p.m. \$6.00 a day// \$8.00 Friday// \$25 a week
Participation		SESSION I 70 SESSION II 60-70
T-Shirts		Senior Camper - free Junior Camper - \$4.00 obligatory Staff - \$4.00
Security measures		Included in pre-camp training / adequate
Facility		Villa Maria Tennis Courts used
Supplies & equipment		??
Precamp training		Took place

Reception

Good - very wellinformed

Program Structure

- Structure being adhered to
- Themes being used but arrived late
- Parents night well attended - 75 parents
- All campers have 2 hours of computer per week

Staff Structure (including volunteers)

Day Camp Director
 3 Section Heads \$160.00
 3 Counsellors \$ 90.00
 4 Asst. Counsellors 50.00
 4 CITs

Ration - 6yrs: 1:9 8-10 yrs : 1:7
 7yrs: 1:8

Suggestions from Branch Day Camp Staff

Recommendations

Regionalization to be followed-up with NDG

T-Shirts should be included in fee for everyone.

YMCA DE MONTREAL

(7-85)

DAY CAMP VISITS

NAME OF DAY CAMP: _____

VISITED DAY CAMP: _____

Date

From: _____

To: _____

PEOPLE SPOKEN TO: _____

General Impressions:

Camp Atmosphere	1 Tense	2	3	4	5 Very friendly and involved
Campers	1 Nothing was happening	2	3	4	5 Having a good time
Counsellors	1 Only acting as guards	2	3	4	5 Actively engaged with children in activities
Site/Internal External	1 Shabby and unattractive	2	3	4	5 Orderly and very attractive
Program Quality	1 Poor	2	3	4	5 Excellent
Director	1 Not at camp (Please explain)	2	3	4	5 Attentive and aware of the situation
Camp Organization	1 Poor	2	3	4	5 Excellent
Reception & Customer Service	1 Tense	2	3	4	5 Very friendly and involved

Availability
of Brochures: _____

Staff Morale:

Day Camp Visits (cont'd)

- o Are Staff/Campers wearing t-shirts? _____
- o What are Security measures in Camp? (Fire, emergency procedures)

- o Are there enough supplies and equipment? _____
- o Is there adequate supervision? _____
- o Are activities structured so that children are involved and having fun?
- o Does the counsellor have good knowledge of the activity he/she is teaching?
- o Is the counsellor actively involved in a leadership role in the activity?
- o Are weekly program requirements being followed - special activities (2x/2wk)
 - swimming - 3 periods
 - creative activities 5hr/wk
 - cultural activities 5hrs/wk
- o Outings - 1 full day Team Sports 8hrs/wk
 All Camp activities 3hrs/wk
- o Do counsellors have daily/weekly plans?
- o How are Program Manuals being utilized?
- o Where are Senior Staff?
- o Is there a Parents' Night/Describe
- o Overall Impressions (What impressed me the most)

Day Camp Visits (cont'd)

Suggestions for Improvements - from Day Camp Staff

Copy Brochure Fees